



Terms of Reference for IUCN Consultancy

Title: Support for 2025 IUCN World Conservation Congress documentation management

Objective of the Consultancy

This consultancy has the following objective(s):

1. Organize the translation into English, French and Spanish of, edit, proofread and format motions for publishing online before the IUCN World Conservation Congress.
2. Organize the translation into English, French and Spanish of, edit, proofread and format statutory Congress documents (see Attachment 1) for publishing online before the IUCN World Conservation Congress.
3. Play an active role in liaising with the IUCN Motions Team and IUCN Congress Chief Rapporteur before and during the submission, review, discussion and appeals processes of motions.
4. Organize the translation into English, French and Spanish of, edit, proofread and format new and urgent motions and Congress documentation during the IUCN World Conservation Congress (on-site).
5. Organize the translation into English, French and Spanish of, edit, proofread and format post-Congress documents.

Background

Project Reference: P04213

Donor reference: AVCH-01164

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 16,000 experts. It is a leading provider of conservation

data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, Indigenous Peoples' Organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org
<https://x.com/IUCN/>

About the Project

Held once every four years, the IUCN World Conservation Congress ('IUCN Congress') brings together leaders and decision-makers from government, civil society, Indigenous peoples, business, and academia, with the goal of conserving the environment and harnessing the solutions nature offers to global challenges.

The upcoming IUCN Congress will be held from 9 to 15 October 2025 in Abu Dhabi, United Arab Emirates.

The IUCN Congress is a statutory requirement, with the objective to perform statutory functions (elections, approvals for budget and work plans, etc.) and discuss key motions submitted by the Membership (Members' Assembly), in addition to providing an open hub for public debate (Forum).

Description of the Assignment

The consultant will coordinate the translation (in IUCN's three statutory languages, i.e. English, French, Spanish) and general production of motions and Congress documentation before, during and after the 2025 IUCN World Conservation Congress.

Duration of the Assignment

From 20 January to 31 December 2025

Deliverables and Activities

The consultant will provide the following deliverables and carry out the following activities:

Deliverables	Activities	Deadline
Deliverable 1: Before the start of the IUCN Congress, organize the translation of French and Spanish motion submissions into English, and respond to queries from translators and the Motions Team.	Activity 1A: From 20 January to 20 February 2025, in preparation for the Motions Working Group (MWG)'s motions review process, obtain, dispatch for translation any motions submitted in French or Spanish, for translation into English, and proofread and share the translations as soon as these are ready with the Motions Team, and at the latest by 21 February 2025. Activity 1B: From 20 January-15 February 2025, familiarize with the motions dashboard system, including joining training.	21 February 2025
Deliverable 2: Before the start of the IUCN Congress, organize the translation, edit, proofread and format accepted and accepted with changes/merged original motions and Council motions, and respond to queries from translators and the Motions Team.	Activity 2A: From 14 to 23 March 2025, after the MWG's review, obtain, dispatch amendments made by MWG for translation into French and Spanish, edit (with the Congress Chief Rapporteur), proofread and format accepted and merged English, French, Spanish motions, for publication online (for appeals process) in the original submission languages on 24 March 2025. Activity 2B: From 14 to 23 March 2025, obtain, track, edit (with the Congress Chief Rapporteur), proofread and format Council motions (English language), for publication online (for appeals process) on 24 March 2025.	24 March 2025
Deliverable 3: Before the start of the IUCN Congress, organize the translation, edit, proofread and format of accepted motions and amendments to motions, and respond to queries from translators and the Motions Team.	Activity 3A: From 8 to 20 April 2025, after the Members' appeals process, obtain, dispatch for translation into English, French, Spanish, edit (in coordination with the Chief Rapporteur), proofread and format accepted motions and amendments to motions, for publication online in English, French, Spanish (for Members' discussion) on 21 April 2025. Activity 3B: From 14 to 23 March 2025, obtain, track, dispatch for translation, edit, proofread and format Council motions, for	21 April 2025

	publication online in English, French, Spanish (for Members' discussion) on 21 April 2025.	
Deliverable 4: Before the start of the IUCN Congress, prepare the Motions Book, and respond to queries from the Motions Team.	Activity 4A: Prepare the "Motions Book" in English, French and Spanish by compiling all the motions that have been published online (on 21 April) and obtaining the cover letter and list of sponsors (to include in the book) from the Motions Team, for publication online in the IUCN library database on 25 April 2025.	25 April 2025
Deliverable 5: Before the start of the IUCN Congress, organize the translation, edit, proofread and format statutory Congress documents that require a decision (approval) from the Congress (see Attachment 1), and respond to queries from translators and the Members' Assembly Manager.	Activity 5A: From May to July 2025, obtain, track, dispatch for translation into English, French, Spanish, edit, proofread and format the statutory Congress documents, for publication online on 9 July 2025.	9 July 2025
Deliverable 6: Before the start of the IUCN Congress, organize the translation of amendments to motions, edit, proofread and format motions, and respond to queries from translators and the Motions Team.	Activity 6A: From 30 June to 8 July 2025, after the online discussion and the MWG's review, obtain, dispatch for translation into English, French and Spanish any amendments made to motions, edit (with the Congress Chief Rapporteur), proofread and format final versions of the motions for publication online in English, French and Spanish on 9 July 2025.	9 July 2025
Deliverable 7: Before the start of the IUCN Congress, organize the translation, edit, proofread and format statutory Congress documents that do not require a decision (approval) from the Congress (see Attachment 1), and respond to queries from translators and the Members' Assembly Manager.	Activity 7A: From May to September 2025, obtain, dispatch for translation into English, French, Spanish, edit, proofread and format the statutory Congress documents, for publication online by 9 September 2025.	9 September 2025
Deliverable 8: Before the start of the IUCN Congress, organize the translation, edit, proofread and format new and urgent motions, and respond to queries from translators and the Motions Team	Activity 8A: From 2 to 8 October 2025, obtain, dispatch for translation into English, French, Spanish, edit (in coordination with the Chief Rapporteur), proofread and format new and urgent motions submitted by Members, for consideration and voting during the Members' Assembly at the Congress.	8 October 2025

Deliverable 9: During the IUCN Congress (on-site), assist the Documentation Centre Manager with organizing the translation, edit, proofread and format new motions, amendments to motions, and last amendments to statutory Congress documents, and respond to queries from the translators, Motions Team and Members' Assembly Manager.	Activity 9A: From 9 to 15 October 2025, obtain, dispatch for translation into English, French, Spanish, edit, proofread and format new motions, motions amendments and last amendments to statutory Congress documents for consideration and voting during the Members' Assembly at the Congress. Activity 9B: From 9 to 15 October 2025, supervise the Documentation Centre staff and the team of translators in the absence of the Documentation Centre Manager.	15 October 2025
Deliverable 10: After the IUCN Congress, assist the Documentation Centre Manager with organizing the translation and compile, edit, proofread and format the post-Congress documents (see Attachment 1), and respond to queries from translators, the Chief Rapporteur, the Members' Assembly Manager and the Motions Team.	Activity 10A: Dispatch for translation and proofread any last corrections to motions (these have become, after vote at Congress, Resolutions and Recommendations), in coordination with the Motions Team. Activity 10B: Prepare the "Resolutions and Recommendations Book" in English, French and Spanish by compiling all the motions that have been approved at Congress (and have become Resolutions and Recommendations, for publication online in the IUCN library database by 31 December. Activity 10C: Compile the "Agenda and statutory documentation Book" in English, French, Spanish, for publication in the library database by 31 December. Activity 10D: Proofread, organize the translation of, and format the 2025 IUCN Congress Proceedings, for publication online in English, French, Spanish by 31 December.	31 December 2025

Payment Schedule

The Timetable below summarises the chronological order of deliverables and indicates milestones at which IUCN will pay the Consultant.

Deliverables	Milestone payment
Deliverables 1 to 4, January-April 2025	-
25 April 2025	25%
Deliverables 5 and 6, May-July 2025	-
9 July 2025	25%
Deliverables 7 and 8, May-October 2025	-
8 October 2025	25%
Deliverables 9 and 10, October-December 2025	-
31 December 2025	25%

Skills and Experience

The consultant must have the following skills, education and experience as a minimum:

- At least fifteen years of relevant professional experience in statutory documentation management and production in a multilateral intergovernmental organization.
- Experience in previous congresses or other events from intergovernmental organizations.
- Experience in publishing or documentation.
- Experience with IUCN style and Congress layout requirements is an asset.
- Eye for detail and meticulous in handling statutory documentation.
- Experience with document management systems and databases.
- Experience of working under pressure to strict (and short) deadlines is a MUST.
- Good organizational skills and delivers outputs for which one has responsibility within the prescribed time.
- Ability to identify priorities and to use time efficiently.
- Proficient in the use of computer software packages, such as Office 365.
- Native speaker English and good working knowledge of French and Spanish.
- Good people skills and works collaboratively with team members to achieve organizational goals.

Supervision and coordination

The consultant will report to and work under the supervision of the IUCN Congress Documentation Centre Manager.

Attachments

Attachment 1 *List with statutory Congress documentation incl. motions*

Attachment 1 – List of statutory Congress documentation incl. motions

- **Motions**
- **Statutory Congress documents (requiring approval from Congress):**

PRE-CONGRESS

Document no.	Document name
WCC-2025-X	Provisional and Draft Agenda & timetable
WCC-2025-X	Proposed Amendments to the IUCN Statutes (governance motions)
WCC-2025-X	Proposed Amendments to the Rules of Procedure (Council motions)
WCC-2025-X	Draft Terms of Reference for Congress Committees
Annex	Credentials Committee
Annex	Resolutions Committee
Annex	Finance and Audit Committee
Annex	Programme Committee
Annex	Congress Steering Committee
Annex	Governance Committee
Annex	(Council proposal for) Membership of Congress Committees
WCC-2025-X	Contact Groups Procedure and Code of Conduct
WCC-2025-X	Proposed Mandates for Commissions
Annex	CCC
Annex	CEM
Annex	CEC
Annex	CEESP
Annex	CEL
Annex	SSC
Annex	WCPA
WCC-2025-X	Election of IUCN President
Annex	Background info on candidates
WCC-2025-X	Election of IUCN Treasurer
Annex	Background info on candidates
WCC-2025-X	Election of IUCN Regional Councillors
Annex	Background info on candidates
WCC-2025-X	Election of Indigenous Councillor
Annex	Background info on candidates
WCC-2025-X	Election of Chairs of IUCN Commissions
Annex	Background info on candidates
WCC-2025-X	IUCN Programme 2021-2024
WCC-2025-X	Report of the Election Officer
WCC-2025-X	Financial Statements 2021-2024
WCC-2025-X	Financial Plan for 2025-2028
WCC-2025-X	Appointment of External Auditors
WCC-2025-X	IUCN Medals and Honorary Membership Awards
WCC-2025-X	Report of the Council

- **Statutory Congress documents (not requiring approval from Congress):**

PRE-CONGRESS

Document no.	Document name
WCC-2025-X	Report of the Director General 2021-2025
WCC-2025-X	Report of the Treasurer on IUCN Finances 2021-2024
WCC-2025-X	Reports from Commission Chairs 2021-2025
Annex	CEC
Annex	CEM

Annex
Annex
Annex
Annex
Annex

CEC
CEESP
CEL
SSC
WCPA

POST-CONGRESS

Document no.

xxx
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Document name

Res & Rec compilation book
Agenda and Congress documentations book
Proceedings of Congress (Members' Assembly)